

# Supervisor Recommendation Letter Format for Promotion

Date: [Insert Date]

To:

[Recipient's Name]  
[Recipient's Title/Position]  
[Company/Organization Name]  
[Company Address]

Dear [Recipient's Name],

I am writing this letter to formally recommend **[Employee's Full Name]** for promotion to the position of **[Target Position]** within **[Department/Organization]**. As **[Your Position]**, I have had the privilege of supervising and working closely with **[Employee's Name]** for the past **[X years/months]**, and I am confident in their suitability for this new role.

Throughout their tenure, **[Employee's Name]** has consistently demonstrated outstanding performance, professionalism, and dedication to our team's objectives. Their key strengths include:

- **Strong leadership skills:** [Briefly describe instances where the employee led a team or project successfully.]
- **Exceptional work ethic:** [Describe their reliability, punctuality, and commitment to deadlines and quality.]
- **Effective communication:** [Mention their interpersonal skills and ability to collaborate across teams.]
- **Problem-solving abilities:** [Provide an example of how they overcame a significant challenge.]

A notable accomplishment of **[Employee's Name]** was [describe a specific achievement or contribution that benefited the organization]. This not only demonstrated their capabilities, but also their readiness for more complex responsibilities.

Based on their proven track record, unwavering commitment, and leadership potential, I wholeheartedly endorse **[Employee's Name]** for promotion to **[Target Position]**. I am confident they will continue to excel and make significant contributions to our organization in this elevated role.

Please feel free to contact me at **[Your Phone Number]** or **[Your Email Address]** should you require any additional information.

Sincerely,

[Your Name]  
[Your Position/Title]  
[Department/Organization Name]  
[Contact Information]